

Letter of Transmittal

From:

Date:

To:

Subject:

Attention:

We are transmitting the following:

Copies	Description

These are transmitted:

☐ For Your Information

☐ For Review and Comment

☐ Resubmit

☐ Other (*Specify below*):

☐ For Action

☐ For Signature

☐ Correct and Return

☐ For Approval

☐ Per Your request

☐ Attach Material

Comments:

Signature	Title
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Distribution: White (Original) -
Canary (Copy) -
Pink (Copy) - Project Engineer